BUSINESS CARD SAMPLES

(See instructions on reverse side)

Sample 1 (one-line title, one address)



ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

> JOHN DOE Staff Scientist

One Cyclotron Road Berkeley, California 94720

Tel: 510.486.4000 jdoe@lbl.gov

OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.

Fonts: Bank Gothic BT & Garamond

(Please fill in appropriate information)

Sample 2



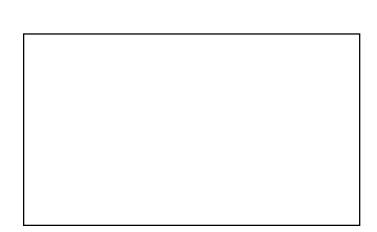
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

> JANE DOE Staff Scientist Division

One Cyclotron Road, MS: 50A-444

Bldg. 50A Room 4119 Tel: 510.486.4000 Fax: 510.486.4000 University of California Berkeley, California 94720 jdoe@lbl.gov

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Sample 3 (Two affiliations)



ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

JOHN DOE

Director, Center for X-ray Operations One Cyclotron Rd., MS 50/444 Berkeley, California 94720 Tel: 510.486.4000 Fax: 510.486.4000

Professor of Engineering Donner Hall, Rm 222 University of California Berkeley, California 94720 Tel: 510.486.6000 Fax: (510) 486-6000

jdoe@lbl.gov

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idoe@lbl.gov

Business Card Request Form

Business cards may be provided to employees:

- 1. Whose job requires regular interaction with representatives of federal agencies; other contractors; state, local, or foreign governments; private industry; or the general public and
- 2. For whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of Berkeley Lab for DOE.

The printing of these cards must be handled by TEID's General Printing Officer at an approved GPO printing facility. The full text of this policy may be found in RPM SS1.20(C) and viewed on the Web at: http://www.lbl.gov/Workplace/Rpm/R1.20.html\$RTFToC5

PLEASE FOLLOW THESE GUIDELINES

For Obtaining Camera-ready Art:

- 1. Fill out the reverse side of this form.
- 2. Provide the information you want in the right-hand column of the sample you choose.
- 2. Have your request reviewed and authorized by your Division Head or designee.
- 3. Mail the request form to TEID, Front Desk Creative Services, Bldg. 46-125 or Fax it to: X5333.
- 4. Your camera-ready art will be faxed to you for proofing.
- 5. You will be asked to proof your camera-ready art carefully, and sign off on a proof prior to printing.

PRINTING OPTIONS: OPTION 1 250 cards will be delivered to the requestor's mailstop approximately 15 working days after receipt of sign off proof. П OPTION 2 Camera ready copy, without the DOE disclaimer, will be sent to you for printing at your cost. Requested by _____ Name Mailstop Date Authorized by Division Head or Designee Signature Print name Date (The purpose of this approval is to comply with the California Education Code, which prohibits use of the University's name without permission from the Laboratory Director or his designee, and to avoid possible misrepresentation of the University or the Laboratory.) Division__ Account No. (Artwork is provided at your request by the TEID Creative Services Department, X6600.)

This Business Card Request Form can be obtained via the TEID Website at: http://www-library.lbl.gov/teid/tmTeid/downloads/busCardForm.pdf or faxed to you by the TEID Front Desk X6765.